

COLLEGE COUNCIL MEETING MINUTES

DECEMBER 10, 2015

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

Maryann Anderson
Stuart Blacklaw
Theresa Bryant
John Dziak
Carolanne Eicher
Carl Francolino
Rita Gallegos
Elizabeth Johnston
Cristen Kassai
Gretchen Mullin-Sawicki
Charlene Newkirk
Audrey Rosenthal
Carrie Slagle
Julie Smith
Barbara Thompson
Stephen Wells

ABSENT

Joyce Breckenridge

GUESTS

Richard Allison
Don Breitbarth
Quintin Bullock
Caroline Evans
Jennifer Flaggs
Giovanni Garofalo
Diane Jacobs
Kathleen Kane
Francis Maxim
Bob Russo
Jeffrey Thomas
Kalina White
Miriam Wilson
David Young

Maryann Anderson, College Council Chair, called the meeting to order at 2:31 PM.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE NOVEMBER 12, 2015 MEETING OF COLLEGE COUNCIL

Gretchen Mullin-Sawicki moved to approve the minutes of the November 12, 2015 meeting of College Council. Audrey Rosenthal seconded the motion and the minutes were approved as amended. Barbara Thompson thanked Cristen Kassai for taking minutes at the previous meeting and doing such an excellent job.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Student Services Schedule of Reviews: Appendix A (tabled 11/12/15)
On behalf of Student Services, Audrey Rosenthal, Chair of Academic Standards, presented the schedule for the next three years indicating when the various departments of Student Services will present their program reviews. Steve Wells moved to untable

the schedule which had been tabled at the previous meeting. Barbara Thompson seconded the motion and the motion passed unanimously.

During the 2015-2016 academic year Job Placement and Career Services, Registration and Advising, Student Life and Student Success Coaches will present their Program Reviews. Other departments will present in subsequent years.

Elizabeth Johnston moved to accept the schedule. Charlene Newkirk seconded the motion and the motion passed unanimously.

Steve Wells asked if the libraries had ever done a program review. Barbara Thompson replied that they had not but that North Campus had completed a strategic plan. It was recommended that libraries be placed on the schedule for this year. Barbara Thompson suggested that a schedule for a program review could be discussed at the next meeting of the library department heads with Dr. Blacklaw.

Proposal: ACCUPLACER Cut Scores

Don Breitbarth presented the proposal. Mr. Breitbarth began by discussing the timeline for this proposal. The impetus for the proposal was the announcement by Compass that they would move to a new web-based product which would be starting in September. In June, the company then announced that they would be discontinuing their placement test business November 15, 2016.

Prior to that announcement by Compass, Acting Provost Gretchen Mullin-Sawicki, after meeting with faculty, counselors, deans and administrators determined that the college would be moving to Accuplacer for placement testing. A faculty committee representing English, Reading and Math met to develop cut scores for their respective disciplines. Committee members reached out to other community colleges using Accuplacer to determine what their cut scores are. There were significant differences in ranges, and the committee decided to more closely align our reading scores with Baltimore County Community College which is similar to us demographically. Faculty volunteers then took the test and deliberately made errors that students would normally make to determine if the cut scores made sense. All in all, faculty are pleased with the scores, but will need actual student data to refine the scores. The tests could be used Fall 2016.

Faculty also considered English as a Second Language (ESL) cut scores. For those they looked closely at scores from Riverland Community College. ESL students will use WritePlacer.

Bob Russo said that all tests are \$2.20 each, except for WritePlacer which is \$4.40. He hopes that all faculty and staff involved with placement testing be trained as soon as possible. A decision has not yet been made how this will be implemented, but Mr. Russo emphasized the importance of student test data. If there are considerable problems the College can continue using Compass until November 2016.

Mr. Breitbarth commented that Advisors and Counselors should discuss the Adult Basic Education program with those students who score between 20 and 35. The Adult Basic Education Program is grant-funded and offered only at Allegheny Campus; however, the grant could be written to include other campuses.

Kathy Kane presented the portion of the test for Arithmetic, Algebra and College Level Math. The faculty committee attempted to match scores with other community colleges and were unable to; therefore, they set cut scores according to the curriculum rather than trying to match them.

Steve Wells moved to approve the proposal. Carl Francolino seconded the motion and the motion passed unanimously.

Audrey Rosenthal said that the religious observance proposal by Sumana Misra-Zets was presented, but because of recommended amendments will be presented again in February.

B. ASSESSMENT AND RESEARCH

Carl Francolino reported that at the December 3rd meeting, the Subcommittee saw a demonstration of Collaborate, a real-time communication program within Blackboard that provides web-conferencing and virtual meetings for online learning offered within a cloud. The feeling of the Subcommittee members was that the elements are good, but the College needs to do more investigation. The Subcommittee will continue to look at technology programs that will help with distance education.

At the January meeting, Mary Kate Quinlan will deliver an assessment update.

C. ACADEMIC PLANNING

Steve Wells reported that Academic Planning received 35 requests for faculty positions. The Subcommittee members met in executive session to consider the requests. The recommendations will be presented to Council at the January 28th meeting.

Discipline/Program Review: Program Review for Dietetic Technician Program #590

Rick Allison introduced Miriam Wilson, Program Coordinator for the Dietetic Technician Program, who presented the Program Review. She explained that the program which can be completed online, is subjected to an external accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The last accreditation was 2013. The Program was granted full accreditation for 10 years, or until 2023. Normally there is a mid-point review to be completed after 5 years; however the ACEND is in the process of changing criteria and the offer was made that the Program could skip the 5-year mid report, and have a comprehensive program review in 2020.

ACEND did request an annual review, broader program goals and more contact with students.

The increased contact with students was solved by launching a Facebook page strictly for graduates that lists job openings. ACEND also requested an improvement in student portfolios. This was approached by having the student portfolio assignments tie directly to specific competencies. There are 95% of graduates that rate the program as excellent.

Mrs. Wilson did not identify the need for additional faculty or space in the program review. She did request a document camera.

Rita Gallegos moved to accept the program review. Gretchen Mullin-Sawicki seconded the motion and the motion passed unanimously.

D. CURRICULUM

Proposal: Addition of prerequisites to BIO110-Introduction to Biological Sciences

The proposal was presented by Kalina White and Giovanni Garofalo. The Biology Department is recommending that as pre-requisites, students be eligible for ENG 100 or ESL 100 and DVS 101 or DVS 103 or ESL 101 prior to taking Biology 110. Faculty have found that many students are unable to read and write and are ill-equipped to pass this course.

Faculty believe this will increase success rates for students who have not passed or tested out of these courses from 37% to 50% and improve retention rates from 40% to nearly 70%. It is estimated this will impact approximately 12.8% of students. This will not affect the Bio-Waiver exam.

Julie Smith moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

Proposal: Changes to the American Sign Language Interpreting (915.1) program

Jennifer Flaggs presented the proposal which will revise the current American Sign Language (ASL) program to better meet the standards of the National Consortium for Interpreter Education Centers (NCIEC). This involved the addition of eight new courses, the deletion of four courses and the revision of four courses.

The following corrections were made to the proposal:

Page 33, Learning Outcomes, number 3, "Discussion" should be changed to "Discuss."

Page 36, Learning Outcomes, number 2, "Community" should not be capitalized.

Page 36, Learning Outcomes, number 3, "American Sign Language (ASL)" should be replaced with "ASL."

Page 38, Catalog Course Description, second sentence, "(ASL)" should follow "Language."

Page 38, Catalog Course Description, fourth sentence, "dual-task" should be hyphenated.

Page 39, Learning Outcomes, number 7 should be revised to read, "Correlate processing models (Gish, Cokely, Colonos, etc.) with the translation task."

Page 44, Catalog Course Description, add "a" before the word "team."

Page 44, Learning Outcomes, number 1, “service-learning” should be hyphenated.
Page 45, Learning Outcomes, number 4, delete “to have access to,” and add “accessing.”
Page 47, Catalog Course Description, after “Language” add “(ASL).”
Page 48, Listed Topics, number 1, after “consecutive” add “interpreting.”
Page 50, Catalog Course Description, “NIC (National Interpreter Certification)” should be revised to “National Interpreter Certification (NIC).”
Page 50, Catalog Course Description, “EIPA (Educational Interpreter Performance Assessment)” should be revised to Educational Interpreter Performance Assessment (EIPA).”
Page 50, Catalog Course Description, “(RID)” should follow “Registry of Interpreters of the Deaf.”
Page 51, Learning Outcomes, number 2 should end with a period.
Page 51, Learning Outcomes, number 6, delete “Certification” and add “testing.”
Page 51, Listed Topics, number 3, delete “Certification” and add “testing.”

Carl Francolino moved to accept the proposal as amended. Carolanne Eicher seconded the motion and the motion passed unanimously.

Proposal: Changes to the American Sign Language Certificate (912.13) program

Jennifer Flagg presented the proposal that revises the American Sign Language (ASL) Certificate Program by moving the course, Intermediate American Sign Language 2, from the Interpreting Program to the Certificate Program. With added pre-requisites, students are better able to understand in which courses to properly register, increasing their success and retention. The catalog description for the program has been updated. Additionally, four courses that have not been taught in many years have been deleted.

The following corrections were made to the proposal:

Page 6, Catalog Course Description, after “American Sign Language” add “(ASL).”
Page 6, Learning Outcomes, number 2, delete “American Sign Language” and add “ASL.”
Page 7, Learning Outcomes, number 5, delete “American Sign Language” and add “ASL.”
Page 7, Listed Topic, number 2, delete “American Sign Language” and add “ASL.”
Page 11, Catalog Course Description, after “American Sign Language,” add “(ASL).”
Page 19, in the description of the certificate, “Deaf” should be capitalized prior to “culture” and “children.”
Page 19-20, under “Upon Successful completion...graduate will:” “Deaf” should be capitalized in number 1 and 5.

Elizabeth Johnston moved to accept the proposal as amended. Audrey Rosenthal seconded the proposal and the proposal passed unanimously.

Proposal: Distinction between Certificate vs. Diploma

Diane Jacobs presented the proposal which would set a consistent standard of the lowest number of credits to attain a certificate or diploma. In determining these numbers, Dr. Jacobs consulted the American Association of College Registrars and Admissions

Officers and found that there is no consistency among colleges and universities. Upon consultation with the Academic Deans, it was decided to use the standard set by Financial Aid.

After some discussion, the new language for the catalog was slightly revised to read:

“Many of the programs at CCAC have a certificate/diploma option. A diploma is awarded with fewer than 16 credits and can be completed in as little as one or two terms. A certificate normally ranges from 16 to 48 credits. Most certificates are designed to be completed in one year of full-time study (longer for part-time students). Some may require more credits and take more than one year, based on the program and industry requirements. The credits that students earn to receive a diploma or certificate award can often be used toward an associate’s degree. Many certificate and diploma programs also appeal to students with previous degrees who wish to acquire new employment skills.”

These new standards would impact seven programs. Faculty members affiliated with these programs have been consulted.

Theresa Bryant moved to accept the amended proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Maryann Anderson requested that all initiators of proposals obtain the required signatures on the first page of all proposals. Signatures do not indicate agreement with the proposal, but a signature does indicate knowledge of the proposal.

Any proposal that will be included in the catalog must be through the entire governance process by early March. This includes having been signed by Dr. Bullock.

There being no further business, the meeting ended at 5:10 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary